BOLTON SCHOOL
GIRLS' DIVISION

FROM THE HEAD OF GIRLS' DIVISION: LYNNE KYLE
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VACANCY FOR TEACHER OF ECONOMICS AND BUSINESS STUDIES

We are seeking to appoint a dynamic and talented teacher of Economics and Business Studies, on a full-time permanent basis. The successful applicant will be an outstanding classroom practitioner, capable of inspiring pupils with a love of Economics and Business Studies. Our pupils are able, inquisitive and eager to learn, and as such, creativity, enthusiasm and a genuine passion for the subjects are essential. The person appointed will teach Economics and Business Studies across a range of classes from Year 10 to Sixth Form. We would ideally like the successful candidate to take up the post at the earliest opportunity; however, the start date is flexible and will be agreed to accommodate the successful candidate's notice period.

The successful candidate will be an enthusiastic, well qualified and committed teacher of Economics and Business Studies, able to meet the rewarding challenge of inspiring our able and highly motivated pupils both inside and outside the classroom. They will be a graduate with at least a good honours degree who has flair and vision together with the necessary academic, educational and organisational experience to succeed in a post of this standing. They will be committed to the welfare and individual development of all the pupils in their care. They will be prepared to play a meaningful role in the wider life of the school.

The successful candidate will be fully computer literate; all teachers and pupils at Bolton School have their own iPad on which they work. Good communication skills, oral and written, are also essential.

The Department

The Department is committed to providing a challenging and stimulating learning environment whilst ensuring sufficient support and guidance for all. We offer a broad range of extra-curricular activities and the successful candidate would be required to contribute to our provision.

KS4 and KS5 Curriculum

We introduced Business Studies GCSE in 2018. We follow the Edexcel specification and have an excellent success rate.

At A-Level in Business Studies we follow the Edexcel course and in Economics we follow OCR. There is a tradition of Economics and Business students choosing to continue the subject to degree level at a range of universities.

Bolton School

With some 2,500 pupils, Bolton School is a large, thriving, academically selective day school. It is situated a mile or so from the town centre in a stunning 32 acre campus and is within easy reach of some of the nation's finest cities and countryside.

In Autumn 2021, significant changes were made to the leadership structure of the School Foundation, investing the newly created position of Head of Foundation with overall responsibility. Within the new structure, there are three sections: Girls' Division, Boys' Division and Primary Division. A Head of each Division and the Head of Foundation, together with the Clerk and Treasurer and Director of Operational Services, are the Foundation's Senior Officers; they are directly accountable to the Governors.

Two adjoining and similar buildings, now attached by a state-of-the art Sixth Form Centre, house the Boys' and Girls' Senior Schools, each of which provides a traditional academic education from the age of 11 years. The Primary Division includes separate Junior Schools for boys and girls from the age of 7 and a co-educational Infant School and Nursery.

Academic results at GCSE and A Level consistently place Bolton School amongst the top schools in the North of England and often within the top 100 nationally. The School is also renowned for its provision of a wide range of enrichment activities, which take place both during and after the school day. It serves a wide area of the North West, collecting pupils on over 20 coach routes, and provides fee assistance to a substantial proportion of the student body - one in five Senior School pupils currently receives a bursary.

The vast majority of students progress to their first choice university and the School provides a regular supply of Sixth Formers to highly competitive courses and universities. Whilst the academic work of the two senior schools is largely separate, there are occasionally joint Sixth Form classes and there is considerable collaboration in extra-curricular activities.

Entry to the Junior and Senior Schools is by competitive examination and interview. Interest in the School remains robust and numbers on the school roll have increased in recent years.

Since 2022, the school has formalised its approach to evidence-based practice with the formation of the Centre for Educational Research and Innovation (CERI). The Centre facilitates both research engagement as well as supporting action research.

Our aim is to ensure Bolton School is at the forefront of educational and pedagogical development. The CERI has a pivotal role in working alongside teachers to investigate the impact of innovation in the classroom. Foundation wide, we are well equipped to test emerging theory and to understand what will give the greatest benefit to students.

The Centre works with staff across our Primary and Senior Schools but also looks beyond to collaborate with external institutions, both universities and other schools seeking to share and develop knowledge and understanding of what helps children and young people to learn.

How to Apply

We ask candidates to apply online for the position via the School's website at https://bit.ly/4CkHb0U

A competitive salary and benefits package are available.

The closing date is **Monday 07 December 2026** at **8.00am**. A lesson will be taught as part of the interview process, details of which will be forwarded to those short-listed. Interviews will be held week commencing 14 December 2026.

Bolton School is a warm and friendly community. We believe it provides an unusually rich experience for everyone involved and we are sure that you will find it to be a fulfilling place to work.

A generous level of PPA is provided which allows members of staff, as valued professionals, to manage their time appropriately and maintain a healthy work-life balance.

We aspire to have a diverse and inclusive workplace to reflect the diversity of our pupils and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and to join Bolton School. As an equal opportunities employer, we welcome applicants from all sections of the community and are committed to the equal treatment of all current and prospective employees. We do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

Bolton School is committed to safeguarding and promoting the welfare of children. The successful candidate will be required to undertake an Enhanced Criminal Records Check for Regulated Activity.

We look forward to receiving your application.

Lynne Kyle
Head of Girls' Division

JOB DESCRIPTION

TEACHER OF ECONOMICS AND BUSINESS STUDIES

GIRLS' DIVISION

MAIN PURPOSE OF JOB:
To teach subjects(s) judged appropriate by the Head of Girls' Division. To support the school's ethos, aims and objectives and to follow its policies and procedures in order to ensure and maintain best practice and thereby promote the achievement and well-being of the pupils. To contribute to the pastoral and extracurricular life of the school.
MAIN DUTIES:
General Duties • To promote the general well-being, progress and learning of pupils. • To share in the collective responsibility for maintaining good order and discipline in line with the school's Behaviour Management Policy. • To participate in the school's pastoral system and pastoral curriculum as amplified in the Divisional Handbook. • To ensure the health and safety of pupils when they are authorised to be on school premises and when they are engaged in school activities elsewhere. • To be responsible for the safeguarding of pupils as directed by safeguarding policies. • To engage with pupil recruitment events as required and agreed, both inside and beyond the school working day. • To attend appropriate residential visits to Patterdale with form groups as required. • To register the attendance of pupils, and to carry out a share of supervisory duties, whether they are to be performed before, during or after school sessions. • To participate in enrichment activities such as trips and visits • To participate in outreach and partnership events as agreed, both inside and beyond the school working day. • To provide guidance and advice to pupils on educational matters. • To cover for absent colleagues within the terms of the agreed procedures. • To participate in meetings, administrative and organisational tasks related to the post. • To attend assemblies, contributing to leading them as agreed and collectively ensuring good order. • To attend school events beyond the school working day as amplified in the Divisional Handbook. • To carry out any reasonable tasks as requested by a Head of Division or the Head of Foundation. **Specific Professional Duties** **1. Teaching and Assessment** • To plan lessons for courses, having due regard to the curriculum intent and variety in pedagogy. • To teach pupils, according to their individual educational needs. • To be responsible for an awareness of additional needs (physical, SEND, AG&T) as informed by school information systems. • To plan and deliver appropriate group and individual interventions. • To assess, record and report on the development, progress, and attainment of pupils.

- To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- To participate in arrangements for preparing pupils for external examinations.
- To take a role in departmental administration and planning as agreed and directed.

2. Educational Methods

- To share, advise and co-operate with others on the preparation, development and review of teaching programmes and materials, methods of teaching and assessment and pastoral arrangements.
- To make appropriate use of textbooks, ICT and other learning resources.
- To review methods of teaching and learning activities from time to time.
- To keep up-to-date with research and developments in the subject(s) taught.
- To plan and participate in, as appropriate, enrichment activity including trips and visits.

3. Working with others

- To participate in relevant meetings – departmental, divisional, staff, activity, pastoral, INSET, Foundation.
- To contribute to the programme for the induction and assessment of newly qualified and trainee teachers.
- To actively liaise and plan with any person providing support within the classroom.

4. Communication with Parents

- To communicate and consult with parents through agreed Divisional protocols.
- To communicate via year group information and parent consultation evenings.

5. Staff Development

- To participate in the school's Professional Review and appraisal arrangements and school development planning.
- To take responsibility for own professional development and to set objectives for improvements.
- To participate in arrangements for further training and professional development as a teacher.

6. General Notes

- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Employment Particulars.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed.
- This job description will be reviewed regularly and it may be subject to modification or amendment at any time after consultation with the holder of the post.

PERSON SPECIFICATION

TEACHER OF ECONOMICS AND BUSINESS STUDIES

GIRLS' DIVISION

EDUCATION/TRAINING/QUALIFICATIONS	ESSENTIAL/ DESIRABLE	EVIDENCE Application Form, Interview, Reference
Upper Second Class Honours Degree or above in Economics and Business Studies or related subject from respected University	E	Application Form
Recent participation in a range of in-service training relevant both to the curricular and management aspects of the post	D	Application Form
Knowledge of Health and Safety appropriate to role	E	Application Form & Interview
KNOWLEDGE/EXPERIENCE/SKILLS	**ESSENTIAL/ DESIRABLE**	**EVIDENCE**
Classroom teaching experience within the senior age range	E	Application Form
Excellent relevant subject knowledge, preferably to A Level	E	Application Form & Interview & Reference
An understanding of pupils' educational development from 11 -18 years	E	Application Form & Interview & Reference
Proven record for securing good public examination results, up to and including A level	D	Application Form & Interview & Reference
Knowledge of effective teaching and learning strategies across the age and ability range	E	Application Form & Interview & Reference
Experience of school improvement strategies, including the use of comparative data to set targets	D	Application Form & Interview & Reference
An understanding of local and national policies, priorities and statutory frameworks, including those relating to the safeguarding of children	E	Application Form & Interview & Reference

Application of information and communications technology within the management role and in the context of teaching and learning	D	Application Form & Interview & Reference
PERSONAL COMPETENCIES, QUALITIES, ATTITUDE AND BEHAVIOURS	**ESSENTIAL/ DESIRABLE**	**EVIDENCE**
Good communication skills	E	Interview & Reference
Good inter-personal skills	E	Interview & Reference
The ability to prioritise time effectively and plan ahead	E	Interview & Reference
Personal impact and confidence	E	Interview & Reference
Commitment, enthusiasm and integrity	E	Application Form & Interview & Reference
Flexibility and a willingness to learn	E	Application Form & Interview & Reference
Organisational ability and attention to detail	E	Application Form & Interview & Reference
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	Application Form & Interview & Reference
A willingness to become involved in the wider life of the School	E	Application Form & Interview & Reference

TERMS AND CONDITIONS

TEACHER OF ECONOMICS AND BUSINESS STUDIES

GIRLS' DIVISION

SALARY

The starting salary will be between £35,842 and £55,532 per annum, dependent on experience. Bolton School has its own salary scale.

The above salary figures include a 5% salary enhancement, which is paid in lieu of membership to the Teachers' Pension Scheme.

HOURS OF WORK

During term time staff will be expected to attend personally to such duties connected with the work of the School during any hours, including out of school hours, as the Head may reasonably direct. In addition, those who join the School will be required by the Head to work for varying short periods after the end, and before the beginning of any term. All teachers will be expected to make a contribution to the extensive extra curricular programme.

HOLIDAY

All school holidays as indicated for teaching staff (rather than pupils) except as described above.

LINE MANAGEMENT

Head of Business Studies and Economics and ultimately the Head of Girls' Division

PENSION

All teachers who join Bolton School will be automatically enrolled into the Bolton School Group Personal Pension Scheme. In this scheme the minimum employee contribution is 6% of gross earnings and the School contributes 10%. There is the option to join the Group Personal Pension Scheme on a salary exchange basis.

Further details are available upon request.

OTHER BENEFITS

- Training and development opportunities will be offered.
- A generous level of PPA.
- Payment whilst absent will be in accordance with the current Teachers' Sick Pay Regulations, as defined in the School Teachers' Pay and Conditions Document.
- Life Assurance cover at 2 times salary up until the age of 65.
- Where appropriate fee remission arrangements will be offered for children to attend the Primary and Senior School.
- In line with school policy employees will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus.
- Convenient, affordable, quality childcare provision will be available before and after the school day for children who are also Bolton School pupils.
- Lunches will be provided free of charge on campus.

- Access to a free Employee Assistance Programme.
- Free parking on site and an easily accessible campus with strong transport links (including being on a direct bus route).
- Ride to Work Scheme available.
- Electric Car Scheme available.
- Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.
- Warm and friendly community.

An online search will be carried out on candidates who are shortlisted for interview. The search will be completed by a member of staff who is not directly involved in the recruitment process and will be based on information publicly available. The purpose of the check is to help identify any incidents or issues that have happened, and are publicly available online. Any information found that could potentially impact safeguarding or reputation will be passed to the hiring manager who will discuss any concerns with the candidate at interview before a decision is made regarding suitability.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will also be checked.

After the appointment is made the successful candidate will be required to complete a medical declaration and a check will be made to see if a prohibition from teaching order exists along with a check of the Children's Barred List and an Enhanced Criminal Records Check through the Disclosure and Barring Service. The School will seek two references prior to the interview.

The successful applicant will be required to complete a six month probationary period.